

# FY 04 CALENDAR (OCTOBER 2003-SEPTEMBER 2004)

PERSONAL DEVELOPMENT and ADMINISTRATIVE SKILLS	COST	COURSE DATES											
		OCT 03	NOV 03	DEC 03	JAN 04	FEB 04	MAR 04	APR 04	MAY 04	JUN 04	JUL 04	AUG 04	SEP 04
Achieving Extraordinary Performance	\$100							12			21		
Customer Service	\$70						01				19		
Dale Carnegie Course	\$1095										8 JUL – 23 SEP THURSDAYS (1200-1530)		
Diversity Awareness	\$125				26					14			
Evelyn Wood Reading Dynamics	\$125									07			
Getting Organized - Fast (AM or PM Session)	\$85						15			14			
Grammar Review	\$120					23-24				14-15			
How to Handle People with Tact and Skill	\$120							05			12		
Interpersonal Communication Skills	\$190						01-02					02-03	
Listening and Memory Development	\$190				12-13					7-8			
Managing Change	\$90						08					09	
Managing Multiple Priorities	\$135					02						02	
Navy Correspondence Formats and Procedures	\$70					2				21			
Planning for Retirement	\$126		17-18	15-16	12-13	17-18	15-16	12-13		14-15	19-20	16-17	13-14
Positive Thinking & Peak Performance	\$120					23					20		
Presentation Skills	\$250						8-11			7-10		2-5	
Professional Etiquette and Netiquette	\$135							14			21		
Retirement Foundations	\$65						17				21		
Resume Preparation	\$80							19			12		

PERSONAL DEVELOPMENT and ADMINISTRATIVE SKILLS (contd)	COST	COURSE DATES											
		OCT 03	NOV 03	DEC 03	JAN 04	FEB 04	MAR 04	APR 04	MAY 04	JUN 04	JUL 04	AUG 04	SEP 04
Seven Habits of Highly Effective People	\$900							05-07					
Stress Management	\$90					09						16	
Taming the Roller Coaster: Resilience in Action	\$135							12			19		
Team Building	\$100					12						24	
Thinking Outside the Boundaries	\$120					09				15			
Toastmasters	\$76 New/ \$60 Renewal	Each Chapter meets bi-weekly at varies locations. Please contact the Chapter directly for additional information.											
Wellness in the Workplace	\$135							13			20		
Writing for Business Purposes	\$200							05-07			19-21		

<b>COURSE TITLE:</b>	<b>ACHIEVING EXTRAORDINARY PERFORMANCE</b>	
<b>VENDOR:</b>	JAE Facilitation & Training, Inc. P.O. Box 211 La Plata, MD 20646	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
	<b>DATES:</b> 12 APR 04 21 JUL 04	<b>NOMINATION DEADLINE:</b> 12 MAR 04 21 JUN 04
<b>TIME:</b>	0800-1530	
<b>DESCRIPTION:</b>	Participants will learn the research about how to be a top performer at work. What are the characteristics and strategies of these outstanding workers? What separates the performers from average workers? During the course participants will review the critical strategies in depth and design a plan to set them on the road toward extraordinary performance.	
<b>OBJECTIVE:</b>	At the completion of the course, participants will be able to: <ul style="list-style-type: none"> <li>• Identify strategies used by highly successful employees</li> <li>• Recognize the myths about top performers</li> <li>• Understand why increased productivity is a necessity</li> <li>• Know the difference between expending effort and achieving result</li> <li>• Understand the link between increased productivity and personal satisfaction</li> <li>• Target their own areas of strength/areas needing improvement</li> <li>• Create a personal plan of action for developing their abilities and using the successful strategies</li> </ul>	
<b>AUDIENCE:</b>	Any employee wishing to improve their performance skills.	
<b>PREREQUISITE:</b>	None	
<b>NOMINATIONS:</b>	NAVAIR Team employees should request training via Employee Self Service (ESS) at <a href="https://ess.navair1.navy.mil">https://ess.navair1.navy.mil</a> . <b>NOTE:</b> Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
<b>COST:</b>	\$100.00	
<b>METHOD OF PAYMENT:</b>	Vendor DOES NOT accept the GCPC (Government-wide Commercial Purchase Card).	
<b>POC:</b>	(301) 757-4122	

<b>COURSE TITLE:</b>	<b>CUSTOMER SERVICE</b>	
<b>VENDOR:</b>	Parkway Training Associates, Inc. P.O. Box 750 Deale, MD 20751	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
	<b>DATES:</b> 1 MAR 04 19 JUL 04	<b>NOMINATION DEADLINE:</b> 1 FEB 04 19 JUN 04
<b>TIME:</b>	0800-1530	
<b>DESCRIPTION:</b>	This course focuses on enhancing skills in customer service.	
<b>OBJECTIVE:</b>	<p>At the completion of the course, participants will be able to:</p> <ul style="list-style-type: none"> <li>• Understand the importance of exceptional customer service</li> <li>• Identify customers and their individual requirements/expectations</li> <li>• Identify actions, words and behavior that project a responsive, professional image</li> <li>• Use more active listening techniques to improve the understanding of customer's spoken and unspoken needs</li> <li>• Keep one's feeling or anger from interfering with solving problems</li> <li>• Deal more courteously and effectively when problems occur</li> </ul>	
<b>AUDIENCE:</b>	Any employee wishing to improve their customer service skills.	
<b>PREREQUISITE:</b>	None	
<b>NOMINATIONS:</b>	<p>NAVAIR Team employees should request training via Employee Self Service (ESS) at <a href="https://ess.navair1.navy.mil">https://ess.navair1.navy.mil</a>. <b>NOTE:</b> Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
<b>COST:</b>	\$70.00	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Government-wide Commercial Purchase Card).	
<b>POC:</b>	(301) 757-4122	

<b>COURSE TITLE:</b>	<b>DALE CARNEGIE COURSE</b>	
<b>VENDOR:</b>	Dale Carnegie Training 11140 Rockville Pike Rockville, MD 20852	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
	<b>DATES:</b> 8 July-23 September 04 Class will meet every Thursday 1200-1530	<b>NOMINATION DEADLINE:</b> 8 JUN 04
<b>LENGTH:</b>	12 Weeks	
<b>DESCRIPTION:</b>	This course focuses on practical skill development that produces long-term quantifiable improvements, both personally and professionally. Specific skills to be addressed include: building self-confidence; becoming persuasive and convincing; interpersonal skills and human relations; attitude management to minimize stress and worry; and tapping your leadership ability.	
<b>OBJECTIVE:</b>	At the completion of this course participants will be able to: <ul style="list-style-type: none"> <li>• Better manage stress and worry.</li> <li>• Facilitate an atmosphere of trust.</li> <li>• Discover the value of being proactive and taking initiative.</li> <li>• Communicate in a way that moves people to action.</li> <li>• Effectively handle mistakes through constructive feedback.</li> <li>• Remain focused when faced with distractions.</li> <li>• Think on your feet more effectively.</li> </ul>	
<b>AUDIENCE:</b>	Any employee wishing to enhance personal skills in leadership and communication.	
<b>PREREQUISITE:</b>	None	
<b>NOMINATIONS:</b>	NAVAIR Team employees should request training via Employee Self Service (ESS) at <a href="https://ess.navair1.navy.mil">https://ess.navair1.navy.mil</a> . <b>NOTE:</b> Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
<b>COST:</b>	\$1095.00	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Government-wide Commercial Purchase Card).	
<b>POC:</b>	(301) 757-4122	

<b>COURSE TITLE:</b>	<b>DIVERSITY AWARENESS</b>	
<b>VENDOR:</b>	The Diversity Training Group 692 Pine Street Herndon, VA 20170	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
	<b>DATE:</b> 26 JAN 04 14 JUN 04	<b>NOMINATION DEADLINE:</b> 26 DEC 03 14 MAY 04
<b>DESCRIPTION:</b>	The course presents skills and approaches to managing diversity in the workforce. Students will learn the benefits gained from managing diversity, understand how behaviors impact people differently as a result of their gender, cultural or Ethnic background.	
<b>OBJECTIVE:</b>	Students will understand: <ul style="list-style-type: none"> <li>❖ Diversity in the workforce</li> <li>❖ Dimensions of diversity</li> <li>❖ Values-Attitudes-Behaviors</li> <li>❖ Impact of Diversity in the workplace</li> <li>❖ Building a diversity skill/tool kit</li> <li>❖ Diversity in action</li> </ul>	
<b>AUDIENCE:</b>	The course is for anyone interested in learning more about diversity in the workplace.	
<b>NOMINATIONS:</b>	NAVAIR Team employees should request training via Employee Self Service (ESS) at <a href="https://ess.navair1.navy.mil">https://ess.navair1.navy.mil</a> . <b>NOTE:</b> Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
<b>COST:</b>	\$125.00	
<b>TIME:</b>	0800-1530	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Government-wide Commercial Purchase Card).	
<b>POC:</b>	(301) 757-4122	

<b>COURSE TITLE:</b>	<b>EVELYN WOOD READING DYNAMICS</b>	
<b>VENDOR:</b>	FPS Training Corporation/Park University Enterprises 9757 Metcalf Ave Overland Park, KS 66212	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
	<b>DATE:</b> 7 JUN 04	<b>NOMINATION DEADLINE:</b> 7 MAY 04
<b>TIME:</b>	0800-1530	
<b>DESCRIPTION:</b>	In this one day seminar participants will have the opportunity to develop their critical thinking skills as they learn to read faster, while comprehending and remembering more.	
<b>OBJECTIVE:</b>	At the completion of the course participants will be able to: <ul style="list-style-type: none"> <li>❖ Identify current reading behavior</li> <li>❖ Understand why you see more, but read less</li> <li>❖ Define new reading behavior</li> <li>❖ Engage in activities to change reading behavior</li> <li>❖ Distinguish between passive and active reading</li> <li>❖ Use 10 tips for better comprehension</li> <li>❖ Develop 4 unique recall patterns</li> </ul>	
<b>NOMINATIONS:</b>	NAVAIR Team employees should request training via Employee Self Service (ESS) at <a href="https://ess.navair1.navy.mil">https://ess.navair1.navy.mil</a> . <b>NOTE:</b> Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
<b>PREREQUISITE:</b>	None	
<b>LENGTH:</b>	1 Day	
<b>COST:</b>	\$125.00	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Government-wide Commercial Purchase Card).	
<b>POC:</b>	(301) 757-4122	

<b>COURSE TITLE:</b>	<b>GETTING ORGANIZED - FAST</b>	
<b>VENDOR:</b>	FPS Training Corporation/Park University Enterprises 9757 Metcalf Ave Overland Park, KS 66212	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
	<b>DATE:</b> 15 MAR 04 (AM SESSION) 15 MAR 04 (PM SESSION) 14 JUN 04 (AM SESSION) 14 JUN 04 (PM SESSION)	<b>NOMINATION DEADLINE:</b> 15 FEB 04 15 FEB 04 14 MAY 04 14 MAY 04
<b>TIME:</b>	0800-1130 (AM SESSION) 1200-1530 (PM SESSION) – 4 HOURS	
<b>DESCRIPTION:</b>	This course will help participants to organize their desk and workspace so they are able to work more effectively and efficiently. The following topics will be discussed: ❖ Learn where to draw the line on paper ❖ Discover storage secrets to increase your space ❖ Manage your time and take control of your day	
<b>OBJECTIVE:</b>	At the completion of the course participants will be able to: ❖ Organize their desks and work spaces ❖ De-activate mess-magnets: desktops, shelves and drawers ❖ Decide what they can do without and where to put the things they really need ❖ Discover which products help get organized and which ones just get in the way	
<b>AUDIENCE:</b>	Anyone needing to get organized.	
<b>NOMINATIONS:</b>	NAVAIR Team employees should request training via Employee Self Service (ESS) at <a href="https://ess.navair1.navy.mil">https://ess.navair1.navy.mil</a> . <b>NOTE:</b> Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
<b>PREREQUISITE:</b>	None	
<b>METHOD OF PAYMENT</b>	Vendor accepts GCPC (Government-wide Commercial Purchase Card).	
<b>COST:</b>	\$85.00	
<b>POC:</b>	(301) 757-4122	

<b>COURSE TITLE:</b>	<b>GRAMMAR REVIEW</b>	
<b>VENDOR:</b>	Hawkins and Associates, LLC 20296 Poplar Ridge Road Lexington Park, MD 20653	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
	<b>DATE:</b> 23-24 FEB 04 14-15 JUN 04	<b>NOMINATION DEADLINE:</b> 23 JAN 04 14 MAY 04
<b>TIME:</b>	0800-1530	
<b>DESCRIPTION:</b>	This course is designed to increase participant's knowledge and usage of Standard English grammatical rules. Business formats (e.g., memos, letters and reports) are utilized as the primary contexts in which these rules are taught.	
<b>OBJECTIVE:</b>	<p>Upon completion of this course, participants should be able to:</p> <ul style="list-style-type: none"> <li>❖ Define Standard English grammar and its components.</li> <li>❖ Identify and use appropriate subject-predicate and noun-antecedent agreement.</li> <li>❖ Distinguish sentences from run-ons and fragments and use sentences appropriately.</li> <li>❖ Identify and use appropriate punctuation.</li> </ul>	
<b>AUDIENCE:</b>	Employees who are interested in improving their grammar skills.	
<b>NOMINATIONS:</b>	<p>NAVAIR Team employees should request training via Employee Self Service (ESS) at <a href="https://ess.navair1.navy.mil">https://ess.navair1.navy.mil</a>. <b>NOTE:</b> Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
<b>PREREQUISITE:</b>	None	
<b>LENGTH:</b>	2 Days (16 HOURS)	
<b>COST:</b>	\$120.00	
<b>METHOD OF PAYMENT:</b>	Vendor DOES NOT accept the GCPC (Government-wide Commercial Purchase Card).	
<b>POC:</b>	(301) 757-4122	

<b>COURSE TITLE:</b>	<b>HOW TO HANDLE PEOPLE WITH TACT AND SKILL</b>	
<b>VENDOR:</b>	FPS Training Corporation/Park University Enterprises 9757 Metcalf Ave Overland Park, KS 66212	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
	<b>DATE:</b> 5 APR 04 12 JUL 04	<b>NOMINATION DEADLINE:</b> 5 MAR 04 12 JUN 04
<b>TIME:</b>	0800-1530	
<b>DESCRIPTION:</b>	This course will give you concrete ways to cope with the difficult people in your life. It provides specific strategies for getting adversaries to cooperate... bullies to back off... wallflowers to open up.....chronic complainers to quiet down.	
<b>OBJECTIVE:</b>	At the completion of the course participants will be better equipped to: ❖ Understand the difficult people ❖ Know specifically what to do and say ❖ Be less of a target for difficult people ❖ Bring out the best in people	
<b>NOMINATIONS:</b>	NAVAIR Team employees should request training via Employee Self Service (ESS) at <a href="https://ess.navair1.navy.mil">https://ess.navair1.navy.mil</a> . <b>NOTE:</b> Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
<b>PREREQUISITE:</b>	None	
<b>LENGTH:</b>	1 Day	
<b>COST:</b>	\$120.00	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Government-wide Commercial Purchase Card).	
<b>POC:</b>	(301) 757-4122	

<b>COURSE TITLE:</b>	<b>INTERPERSONAL COMMUNICATION SKILLS</b>	
<b>VENDOR:</b>	Progressive Success Corporation P.O. Box 2388 Fairfax, VA 22031	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
	<b>DATE:</b> 1-2 MAR 04 2-3 AUG 04	<b>NOMINATION DEADLINE:</b> 1 FEB 04 2 JUL 04
<b>TIME:</b>	0800-1530	
<b>DESCRIPTION:</b>	This course gives participants a grasp of the technical and social aspects of interpersonal communication. They learn to choose an appropriate level of assertiveness and use assertiveness skills effectively. The main products of the course are 10 strategies to help people overcome the barriers and deal in appropriate ways with inappropriate communication behavior.	
<b>OBJECTIVE:</b>	At the completion of this course, participants will: ❖ Know the 4 major barriers to communication. ❖ Know the 6 major factors that influence our communication behavior. ❖ Use 10 strategies to facilitate and promote effective interpersonal relations through communication.	
<b>AUDIENCE:</b>	Those wanting to improve their communication skills.	
<b>NOMINATIONS:</b>	NAVAIR Team employees should request training via Employee Self Service (ESS) at <a href="https://ess.navair1.navy.mil">https://ess.navair1.navy.mil</a> . <b>NOTE:</b> Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
<b>PREREQUISITE:</b>	None	
<b>LENGTH:</b>	2 Days	
<b>COST:</b>	\$190.00	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Government-wide Commercial Purchase Card).	
<b>POC:</b>	(301) 757-4122	

<b>COURSE TITLE:</b>	<b>LISTENING AND MEMORY DEVELOPMENT</b>	
<b>VENDOR:</b>	Progressive Success Corporation PO Box 2388 Fairfax, VA 22031	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
	<b>DATE:</b> 12-13 JAN 04 7-8 JUN 04	<b>NOMINATION DEADLINE:</b> 12 DEC 03 7 MAY 04
<b>TIME:</b>	0800-1530	
<b>DESCRIPTION:</b>	This course is designed to help employees increase their listening and memory skills.	
<b>OBJECTIVE:</b>	At the completion of this course, participants will be able to: ❖ Remember information effectively. ❖ Receive and follow instructions more accurately and systematically. ❖ Recall names and faces more readily.	
<b>NOMINATIONS:</b>	NAVAIR Team employees should request training via Employee Self Service (ESS) at <a href="https://ess.navair1.navy.mil">https://ess.navair1.navy.mil</a> . <b>NOTE:</b> Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
<b>PREREQUISITE:</b>	None.	
<b>LENGTH:</b>	2 Days	
<b>COST:</b>	\$190.00	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Government-wide Commercial Purchase Card).	
<b>POC:</b>	(301) 757-4122	

<b>COURSE TITLE:</b>	<b>MANAGING CHANGE</b>
<b>VENDOR:</b>	JAE Facilitation and Training, Inc. P. O. Box 211 La Plata, MD 20646
<b>LOCATION:</b>	Employee Development Center, Building #2189
	<b>DATE:</b> 8 MAR 04 9 AUG 04 <b>NOMINATION DEADLINE:</b> 8 FEB 04 9 JUL 04
<b>TIME:</b>	0800-1530
<b>DESCRIPTION:</b>	This course is designed to increase the participant's understanding of change in one's personal, professional and organizational life. Participants will be introduced to relevant change theories, and learn positive strategies for dealing with both chosen and imposed change. In addition, participants will assess their own stages of personal and professional change, and formulate beneficial steps to move through the change cycle.
<b>OBJECTIVE:</b>	At the completion of this course, participants will be able to: <ul style="list-style-type: none"> <li>❖ Understand the stress that organization change may cause individuals and the impact of this stress on the organization.</li> <li>❖ Identify their personal style and understand how their style influences their ability to cope with change.</li> <li>❖ Identify the blocks to accepting change in one's life.</li> <li>❖ Reduce the stress of adapting to change.</li> <li>❖ Formulate action plans to move through the change cycle.</li> </ul>
<b>AUDIENCE:</b>	Any employees who are coping with change.
<b>NOMINATIONS:</b>	NAVAIR Team employees should request training via Employee Self Service (ESS) at <a href="https://ess.navair1.navy.mil">https://ess.navair1.navy.mil</a> . <b>NOTE:</b> Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.
<b>PREREQUISITE:</b>	None.
<b>LENGTH:</b>	1 Day
<b>COST:</b>	\$90.00
<b>METHOD OF PAYMENT:</b>	Vendor DOES NOT accept the GCPC (Government-wide Commercial Purchase Card).
<b>POC:</b>	(301) 757-4122

<b>COURSE TITLE:</b>	<b>MANAGING MULTIPLE PRIORITIES</b>	
<b>VENDOR:</b>	The BrownMiller Group 312 Granite Avenue Richmond, VA 23226	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
	<b>DATE:</b> 2 FEB 04 2 AUG 04	<b>NOMINATION DEADLINE:</b> 2 JAN 04 2 JUL 04
<b>TIME:</b>	0800-1530	
<b>DESCRIPTION:</b>	Today's world calls upon us to juggle more responsibilities and demands than ever before. This workshop will present practical strategies for coping with the competing priorities of our lifestyles--family, career, and personal time--to increase our productivity.	
<b>OBJECTIVE:</b>	<p>At the completion of the workshop participants will be able to:</p> <ul style="list-style-type: none"> <li>❖ Develop individual strategies for enriching the personal, social and career dimensions of their lives.</li> <li>❖ Develop specific strategies and techniques for feeling more in control at work and in their personal lives by: <ul style="list-style-type: none"> <li>◆ Creating healthy habits to replace unhealthy ones;</li> <li>◆ Increase awareness of areas in their lives where they have influence and how to exercise that influence;</li> <li>◆ Learning to work smarter (not harder);</li> <li>◆ Developing coping strategies;</li> <li>◆ Setting goals that relate to their unique quality of life issues; and,</li> <li>◆ Brainstorming "energy chargers".</li> </ul> </li> <li>❖ Understand the importance of communication for implementing personal goals and learn techniques of communication that will assist in achieving personal goals.</li> </ul>	
<b>NOMINATIONS:</b>	NAVAIR Team employees should request training via Employee Self Service (ESS) at <a href="https://ess.navair1.navy.mil">https://ess.navair1.navy.mil</a> . <b>NOTE:</b> Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
<b>PREREQUISITE:</b>	None	
<b>LENGTH:</b>	1 Day	
<b>COST:</b>	\$135.00	
<b>METHOD OF PAYMENT:</b>	Vendor DOES NOT accept the GCPC (Government-wide Commercial Purchase Card).	
<b>POC:</b>	(301) 757-4122	

<b>COURSE TITLE:</b>	<b>NAVY CORRESPONDENCE FORMATS AND PROCEDURES</b>	
<b>VENDOR:</b>	Parkway Training Associates, Inc. P.O. Box 750 Deale, MD 20751	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
	<b>DATE:</b> 2 FEB 04 21 JUN 04	<b>NOMINATION DEADLINE:</b> 2 JAN 04 21 MAY 04
<b>TIME:</b>	0800-1530	
<b>DESCRIPTION:</b>	This seminar will give employees who prepare correspondence the knowledge and practice they need to format all types of written correspondence correctly according to the requirements of the revised <b><i>Navy Correspondence Manual</i></b> , SECNAVINST 5216.5C. A brief review of naval writing standards is also included to help those who occasionally draft informal correspondence for their office.	
<b>OBJECTIVE:</b>	At the completion of the course participants should be able to: ❖ Identify the contents of the Navy Correspondence manual. ❖ Select the appropriate correspondence format for typical requirements in Navy correspondence. ❖ Produce final copy in correct format.	
<b>AUDIENCE:</b>	Employees who are responsible for preparing Navy correspondence.	
<b>NOMINATIONS:</b>	NAVAIR Team employees should request training via Employee Self Service (ESS) at <a href="https://ess.navair1.navy.mil">https://ess.navair1.navy.mil</a> . <b>NOTE:</b> Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
<b>PREREQUISITE:</b>	None	
<b>LENGTH:</b>	1 Day	
<b>COST:</b>	\$70.00	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Government-wide Commercial Purchase Card).	
<b>POC:</b>	(301) 757-4122	

<b>COURSE TITLE:</b>	<b>PLANNING FOR RETIREMENT</b>	
<b>VENDOR:</b>	Financial Alternatives in Retirement (FAIR) PO Box 8263 Cherry Hill, NJ 08002	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
	<b>DATE:</b> 17-18 NOV 03 15-16 DEC 03 12-13 JAN 04 17-18 FEB 04 15-16 MAR 04 12-13 APR 04 14-15 JUN 04 19-20 JUL 04 16-17 AUG 04 13-14 SEP 04	<b>NOMINATION DEADLINE:</b> 17 OCT 03 15 NOV 03 12 DEC 03 17 JAN 04 15 FEB 04 12 MAR 04 14 MAY 04 19 JUN 04 16 JUL 04 13 AUG 04
<b>TIME:</b>	0800-1530	
<b>DESCRIPTION:</b>	This course provides employees with information, materials and methods to cope with the changes and uncertainties of retirement. The following topics will be covered: ❖ Federal Retirement Systems – CSRS, Offset, FERS, Transfers ❖ FEGLI, FEHB and Social Security ❖ Preparing for Retirement ❖ The most beneficial time to retire ❖ Your approximate retirement benefits and how to compute them ❖ Survivor benefits ❖ Thrift Savings Plan options including loans, withdrawals and rollovers ❖ Insurance benefits ❖ Basic Financial Planning including wills, financial plans and investments as well as tools including a computer program to assist in planning	
<b>AUDIENCE:</b>	Civilian employees interested in receiving information on retirement planning. Spouses are invited to attend at no additional charge.	
<b>NOMINATIONS:</b>	NAVAIR Team employees should request training via Employee Self Service (ESS) at <a href="https://ess.navair1.navy.mil">https://ess.navair1.navy.mil</a> . <b>NOTE:</b> Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
<b>PREREQUISITE:</b>	None	
<b>LENGTH:</b>	2 Days	
<b>COST:</b>	\$126.00	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Government-wide Commercial Purchase Card).	
<b>POC:</b>	(301) 757-4122	

<b>COURSE TITLE:</b>	<b>POSITIVE THINKING &amp; PEAK PERFORMANCE</b>	
<b>VENDOR:</b>	FPS Training Corporation/Park University Enterprises 9757 Metcalf Ave Overland Park, KS 66212	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
	<b>DATE:</b> 23 FEB 04 20 JUL 04	<b>NOMINATION DEADLINE:</b> 23 JAN 04 20 JUN 04
<b>TIME:</b>	0800-1530	
<b>DESCRIPTION:</b>	The intent of this course is to teach you “practical optimism” – the ability to see a situation clearly, to understand what can and can’t be done, and to approach a challenge with reasonable, yet positive expectations. The result? A workplace filled with people who respond positively to challenges, who are more at peace with their lives – and who produce more for the organization.	
<b>OBJECTIVE:</b>	At the completion of the course participants will: ❖ Bring fresh enthusiasm to their work ❖ Stay composed under stress ❖ Take more responsibility for their future ❖ Demonstrate increased productivity and team spirit ❖ Bring the power of positive thinking to the office	
<b>NOMINATIONS:</b>	NAVAIR Team employees should request training via Employee Self Service (ESS) at <a href="https://ess.navair1.navy.mil">https://ess.navair1.navy.mil</a> . <b>NOTE:</b> Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
<b>PREREQUISITE:</b>	None	
<b>LENGTH:</b>	1 Day	
<b>COST:</b>	\$120.00	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Government-wide Commercial Purchase Card).	
<b>POC:</b>	(301) 757-4122	

<b>COURSE TITLE:</b>	<b>PRESENTATION SKILLS</b>	
<b>VENDOR:</b>	Hawkins and Associates, LLC 20296 Poplar Ridge Road Lexington Park, MD 20653	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
	<b>DATE:</b> 8-11 MAR 04 7-10 JUN 04 2-5 AUG 04	<b>NOMINATION DEADLINE:</b> 8 FEB 04 7 MAY 04 2 JUL 04
<b>TIME:</b>	0800-1530	
<b>DESCRIPTION:</b>	<p>This course is designed to increase its participants' ability to make effective oral presentations. It focuses on increasing participants' knowledge of presentation principles and on sharpening their skills in the areas of planning, researching, organizing, writing, practicing, delivering and evaluating verbal briefs. Specifically, the participants learn and practice strategies enabling them to design and conduct goal-oriented comprehensive and interesting briefings.</p> <p><b><i>*Day 3 is set aside for individual conferences with the Instructor*</i></b></p>	
<b>OBJECTIVE:</b>	<p>At the completion of class, participants should be able to:</p> <ul style="list-style-type: none"> <li>❖ Identify the five phases of a briefing.</li> <li>❖ Determine the purpose, objective and central theme of a presentation.</li> <li>❖ Frame verbal messages in a clear and palatable manner.</li> <li>❖ Convert nervous energy into productive energy.</li> <li>❖ Utilize and interpret nonverbal cues to their benefit.</li> <li>❖ Capture and maintain audience interest.</li> <li>❖ Develop and use visual aids.</li> <li>❖ Answer questions accurately; and confidently.</li> <li>❖ Handle effectively hostile audiences.</li> <li>❖ Critique briefs presented by themselves.</li> </ul>	
<b>AUDIENCE:</b>	Employees interested in improving their presentation skills.	
<b>NOMINATIONS:</b>	<p>NAVAIR Team employees should request training via Employee Self Service (ESS) at <a href="https://ess.navair1.navy.mil">https://ess.navair1.navy.mil</a>. <b>NOTE:</b> Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
<b>PREREQUISITE:</b>	None	
<b>LENGTH:</b>	4 Days	
<b>COST:</b>	\$250.00	
<b>METHOD OF PAYMENT:</b>	Vendor DOES NOT accept the GCPC (Government-wide Commercial Purchase Card).	
<b>POC:</b>	(301) 757-4122	

<b>COURSE TITLE:</b>	<b>PROFESSIONAL ETIQUETTE AND NETIQUETTE</b>	
<b>VENDOR:</b>	Management Training Systems, Inc. Dr. Jan Northup 515 E. Carefree Highway Phoenix, AZ 85085	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
	<b>DATE:</b> 14 APR 04 21 JUL 04	<b>NOMINATION DEADLINE:</b> 14 MAR 04 21 JUN 04
<b>TIME:</b>	0800-1530	
<b>DESCRIPTION:</b>	This course allows participants the opportunity to explore issues including first impressions, interviewing, gender issues in the workplace, worker privacy, and professional dress, meeting and introduction formalities, writing emails and business correspondence.	
<b>OBJECTIVE:</b>	At the completion of the course participants will be able to: <ul style="list-style-type: none"> <li>❖ Project an image of self confidence and poise</li> <li>❖ Fine tune social demeanor</li> <li>❖ Polish introductions in casual and formal environments</li> <li>❖ Plan and lead successful meetings</li> <li>❖ Choose appropriate dress for casual and formal office events</li> <li>❖ Use the latest technology (email, cell phones and pagers) effectively and courteously</li> <li>❖ Respect business customs of other cultures</li> </ul>	
<b>NOMINATIONS:</b>	NAVAIR Team employees should request training via Employee Self Service (ESS) at <a href="https://ess.navair1.navy.mil">https://ess.navair1.navy.mil</a> . <b>NOTE:</b> Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
<b>PREREQUISITE:</b>	None	
<b>LENGTH:</b>	1 Day	
<b>COST:</b>	\$135	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Government-wide Commercial Purchase Card).	
<b>POC:</b>	(301) 757-4122	

<b>COURSE TITLE:</b>	<b>RETIREMENT FOUNDATIONS</b>	
<b>VENDOR:</b>	Financial Alternatives in Retirement (FAIR) PO Box 8263 Cherry Hill, NJ 08002	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
	<b>DATE:</b> 17 MAR 04 21 JUL 04	<b>NOMINATION DEADLINE:</b> 17 FEB 04 21 JUN 04
<b>TIME:</b>	0800-1530	
<b>DESCRIPTION:</b>	<p>Students will receive information to lay a better foundation for their federal career and ensuing retirement.</p> <p><b>OBJECTIVE:</b></p> <p>Course Content Covered:</p> <ul style="list-style-type: none"> <li>• Federal Employees Retirement System (FERS)</li> <li>• Types of Retirement</li> <li>• Minimum Retirement Age</li> <li>• Eligibility &amp; Service Requirements</li> <li>• Deposit Rules</li> </ul> <p>Overview of Federal Employees Health Benefits (FEHB) Federal Employees Group Life Insurance (FEGLI) Thrift Savings Plan (TSP)</p> <ul style="list-style-type: none"> <li>• Agency Contributions</li> <li>• Loans</li> <li>• TSP Funds</li> <li>• Withdrawal Options</li> </ul> <p>IRA's – Traditional &amp; Roth Basics of Financial Planning</p> <ul style="list-style-type: none"> <li>• Wills</li> <li>• Budgets</li> <li>• Debt Management</li> </ul>	
<b>AUDIENCE:</b>		
<b>NOMINATIONS:</b>	Newer Civilian employees of Federal Employees Retirement System (FERS).	
	NAVAIR Team employees should request training via Employee Self Service (ESS) at <a href="https://ess.navair1.navy.mil">https://ess.navair1.navy.mil</a> . <b>NOTE:</b> Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
<b>PREREQUISITE:</b>	None	
<b>LENGTH:</b>	1 Day	
<b>COST:</b>	\$65.00	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Government-wide Commercial Purchase Card).	
<b>POC:</b>	(301) 757-4122	

<b>COURSE TITLE:</b>	<b>RESUME PREPARATION</b>	
<b>VENDOR:</b>	Parkway Training Associates, Inc. P.O. Box 750 Deale, MD 20751	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
	<b>DATE:</b> 19 APR 04 12 JUL 04	<b>NOMINATION DEADLINE:</b> 19 MAR 04 12 JUN 04
<b>TIME:</b>	0800-1530	
<b>DESCRIPTION:</b>	The purpose of this workshop is to help employees prepare a resume using the new Navy electronic resume writing software program (Resumix).	
<b>OBJECTIVE:</b>	At the completion of the course participants will: <ul style="list-style-type: none"> <li>❖ Understand what reviewers are looking for in all resumes.</li> <li>❖ Write effective resumes that achieve results by specifically describing professional achievement.</li> <li>❖ Understand the do's and don'ts for preparing an electronic resume with Resumix.</li> </ul>	
<b>MATERIALS NEEDED:</b>	<b>STUDENTS MUST BRING A DOUBLE-SPACED COPY OF THEIR CURRENT RESUME.</b>	
<b>NOMINATIONS:</b>	NAVAIR Team employees should request training via Employee Self Service (ESS) at <a href="https://ess.navair1.navy.mil">https://ess.navair1.navy.mil</a> . <b>NOTE:</b> Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
<b>PREREQUISITE:</b>	None	
<b>LENGTH:</b>	1 Day	
<b>COST:</b>	\$80.00	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Government-wide Commercial Purchase Card).	
<b>POC:</b>	(301) 757-4122	

<b>COURSE TITLE:</b>	<b>SEVEN HABITS OF HIGHLY EFFECTIVE PEOPLE</b>	
<b>VENDOR:</b>	Franklin Covey Company 2200 West Parkway Blvd. Salt Lake City, UT 84119	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
	<b>DATE:</b> 5-7 APR 04	<b>NOMINATION DEADLINE:</b> 5 MAR 04
<b>TIME:</b>	0800-1530	
<b>DESCRIPTION:</b>	This workshop is based on the premise that effective living and effective leadership must come from the inside out - individuals changing themselves first. This workshop will help participants develop personal and interpersonal leadership skills centered on timeless principles of effectiveness.	
<b>OBJECTIVE:</b>	At the end of the workshop participants will be able to: ❖ Develop a personal mission statement. ❖ Describe the principles and skills of empathetic communication. ❖ Receive evaluative feedback on leadership and management behaviors, identify strengths and shortcomings, and develop a plan for improvement.	
<b>AUDIENCE:</b>	Employees who have the desire to learn the keys to long-term personal and interpersonal effectiveness.	
<b>NOMINATIONS:</b>	NAVAIR Team employees should request training via Employee Self Service (ESS) at <a href="https://ess.navair1.navy.mil">https://ess.navair1.navy.mil</a> . <b>NOTE:</b> Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
<b>PREREQUISITE:</b>	None	
<b>LENGTH:</b>	3 Days	
<b>COST:</b>	\$900	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Government-wide Commercial Purchase Card).	
<b>POC:</b>	(301) 757-4122	

<b>COURSE TITLE:</b>	<b>STRESS MANAGEMENT</b>	
<b>VENDOR:</b>	JAE Facilitation and Training, Inc. P.O. Box 211 La Plata, MD 20646	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
	<b>DATE:</b> 9 FEB 04 16 AUG 04	<b>NOMINATION DEADLINE:</b> 9 JAN 04 16 JUL 04
<b>TIME:</b>	0800-1530	
<b>DESCRIPTION:</b>	This course will enable students to inventory their stress level and design a program of action to reduce stress. Students will be involved in activities designed to help them recognize stress, and techniques to cope with different types of stress.	
<b>OBJECTIVE:</b>	At the completion of the course, participants will be able to: ❖ Identify physical and emotional stress. ❖ Inventory stress level and design a program of action to reduce stress. ❖ Think more clearly and be more productive. ❖ Learn and apply assertiveness skills.	
<b>AUDIENCE:</b>	This course is designed for anyone who can benefit from lower stress levels.	
<b>NOMINATIONS:</b>	NAVAIR Team employees should request training via Employee Self Service (ESS) at <a href="https://ess.navair1.navy.mil">https://ess.navair1.navy.mil</a> . <b>NOTE:</b> Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
<b>PREREQUISITE:</b>	None.	
<b>LENGTH:</b>	1 Day	
<b>COST:</b>	\$90.00	
<b>METHOD OF PAYMENT:</b>	Vendor DOES NOT accept the GCPC (Government-wide Commercial Purchase Card).	
<b>POC:</b>	(301) 757-4122	

<b>COURSE TITLE:</b>	<b>TAMING THE ROLLER COASTER: RESILIENCE IN ACTION</b>	
<b>VENDOR:</b>	Management Training Systems, Inc. Dr. Jan Northup 515 E. Carefree Highway Phoenix, AZ 85085	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
	<b>DATE:</b> 12 APR 04 19 JUL 04	<b>NOMINATION DEADLINE:</b> 12 MAR 04 19 JUN 04
<b>TIME:</b>	0800-1530	
<b>DESCRIPTION:</b>	Riding the “Roller Coaster” of life and our ability to employ resilience during the “ups and downs” can make the difference between our success and failure in our personal life and on the job. What is resilience? It is often hard to define, but we know when people have it. Is it a trait, characteristic or behavior? Is the ability to be resilient inborn or acquired? If we have it, can we lose it? If we don’t have it, can we get it?	
<b>OBJECTIVE:</b>	The goal of this course is to present tools that will put you in control – tools that allow you to become pro-active in shaping your career and personal choices that lead to success.	
<b>NOMINATIONS:</b>	NAVAIR Team employees should request training via Employee Self Service (ESS) at <a href="https://ess.navair1.navy.mil">https://ess.navair1.navy.mil</a> . <b>NOTE:</b> Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
<b>PREREQUISITE:</b>	None	
<b>LENGTH:</b>	1 Day	
<b>COST:</b>	\$135.00	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Government-wide Commercial Purchase Card).	
<b>POC:</b>	(301) 757-4122	

<b>COURSE TITLE:</b>	<b>TEAM BUILDING</b>	
<b>VENDOR:</b>	JAE Facilitation and Training, Inc. P.O. Box 211 La Plata, MD 20646	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
	<b>DATE:</b> 12 FEB 04 24 AUG 04	<b>NOMINATION DEADLINE:</b> 12 JAN 04 24 JUL 04
<b>TIME:</b>	0800-1530	
<b>DESCRIPTION:</b>	During this course participants will learn about team development, the role of individual team members, and the impact of organizational change on teams. Individuals will increase their understanding of actions they can take to be more effective team members. Exercises and small group work will help to extend the learning about teaming.	
<b>OBJECTIVE:</b>	<p>At the completion of the training, participants will be able to:</p> <ul style="list-style-type: none"> <li>➤ Identify the characteristics of effective and ineffective teams.</li> <li>➤ Recognize the stress that organizational change may cause individuals and the impact of this stress on the organization.</li> <li>➤ Identify ones work style and learn more about the work styles of team members.</li> <li>➤ Evaluate a team's development and identify actions for team improvement.</li> <li>➤ Recognize the role of trust, cohesion, and member needs</li> </ul> <p>Apply listening skills to improve relationships with team members</p>	
<b>NOMINATIONS:</b>	<p>Effective immediately (with the sun-setting of TIPS), the Initial Training Request (ITR) form is no longer in use. NAVAIR Team employees should request training via Employee Self Service (ESS) at <a href="https://ess.navair1.navy.mil">https://ess.navair1.navy.mil</a>. <b>NOTE:</b> Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.</p>	
<b>PREREQUISITE:</b>	None	
<b>LENGTH:</b>	1 Day	
<b>COST:</b>	\$100.00	
<b>METHOD OF PAYMENT:</b>	Vendor DOES NOT accept the GCPC (Government-wide Commercial Purchase Card).	
<b>POC:</b>	(301) 757-4122	

<b>COURSE TITLE:</b>	<b>THINKING OUTSIDE THE BOUNDARIES</b>	
<b>VENDOR:</b>	FPS Training Corporation/Park University Enterprises 9757 Metcalf Ave Overland Park, KS 66212	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
	<b>DATE:</b> 9 FEB 04 15 JUN 04	<b>NOMINATION DEADLINE:</b> 9 JAN 04 15 MAY 04
<b>TIME:</b>	0800-1530	
<b>DESCRIPTION:</b>	In this extraordinary, energizing seminar, participants will learn how to break out of the “mind ruts” that are holding them back. After just one day, you can uncover the power of thinking outside the boundaries, even if you’ve never considered yourself to be a “creative” person. Participants will gain the tools they need to break through barriers that limit creativity and ingenuity. You and the organization will reap the benefits of new sources of profitability, increased productivity, multitudes of creative solutions, and broad vistas of opportunity.	
<b>OBJECTIVE:</b>	At the completion of the course participants will learn: ❖ What “conventional thinking” is and how it can put the brakes on your career, productivity, profits and opportunities ❖ Ingenious self-assessments that uncover and reveal your personal creative abilities ❖ How to make the right decision, even when faced with dozens of confusing alternatives ❖ The secrets of getting from paper to real action: practical, real-world strategies to get your best ideas launched	
<b>NOMINATIONS:</b>	NAVAIR Team employees should request training via Employee Self Service (ESS) at <a href="https://ess.navair1.navy.mil">https://ess.navair1.navy.mil</a> . <b>NOTE:</b> Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
<b>PREREQUISITE:</b>	None	
<b>LENGTH:</b>	1 Day	
<b>COST:</b>	\$120.00	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Government-wide Commercial Purchase Card).	
<b>POC:</b>	(301) 757-4122	

<b>COURSE TITLE:</b>	<b>TOASTMASTERS</b>
<b>VENDOR:</b>	Toastmasters
<b>LOCAL POC:</b>	Chesapeake – Preston Hopkins (301) 862-8002 IPT – Harry Hughes (301) 757-6852 Patuxent River – Beverly Bowen (301) 757-9698 Talk of the Town – Joe Ryan (240) 925-0182
<b>DATE:</b>	Each Chapter meets bi-weekly at various locations. Please contact the Local POC listed above for additional information
<b>DESCRIPTION:</b>	<p>Toastmasters is a world-wide, non-profit educational organization devoted to helping men and women learn the arts of speaking, listening and thinking - vital skills that promote self-actualization, enhance leadership potential and foster human understanding.</p> <p>Participants are provided a basic manual consisting of ten speech assignments. Each speech has specific goals and objectives (icebreaker introduction, working with words, gestures, persuasion, vocal variety, etc.). Upon completion of the ten speech program, participants are recognized as a Competent Toastmaster and earn the rating of "CTM". From there, participants can devote their development to specialized speaking programs such as Speeches by Management, Speaking to Inform, Public Relations, The Discussion Leader, Technical Presentations, Communicating on Television, Interpretive Reading, and more. Toastmasters is a self-paced educational opportunity.</p>
<b>OBJECTIVE:</b>	To develop and enhance communication and leadership skills in a supportive environment.
<b>AUDIENCE:</b>	Employees who want to learn to listen and speak more effectively in public and interpersonal settings.
<b>PREREQUISITE:</b>	None
<b>LENGTH:</b>	One Hour Meetings
<b>COST:</b>	\$76.00 Initial Registration / \$60.00 Annual Renewal
<b>POC:</b>	(301) 757-4122

<b>COURSE TITLE:</b>	<b>WELLNESS IN THE WORKPLACE</b>	
<b>VENDOR:</b>	Management Training Systems, Inc. Dr. Jan Northup 515 E. Carefree Highway Phoenix, AZ 85085	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
	<b>DATE:</b> 13 APR 04 20 JUL 04	<b>NOMINATION DEADLINE:</b> 13 MAR 04 20 JUN 04
<b>TIME:</b>	0800-1530	
<b>DESCRIPTION:</b>	This course offers participants an opportunity to incorporate optimal mental and physical wellness into their personal and professional lives. Participants will gain a better understanding of how their stress levels and/or lifestyle may be affecting their overall health and on-the-job performance. Participants will learn more about their total state of wellness through self-assessments, discussions and activities. They will identify their natural behavior as well as their behavior when under tension and stress. Numerous stress intervention techniques will be explored giving participants the opportunity to adopt the one that is most compatible with their needs. <b>Please dress comfortably for this class.</b>	
<b>OBJECTIVE:</b>	At the completion of the course participants will be able to: <ul style="list-style-type: none"> <li>❖ Identify stressors that affect their personal and on-the-job productivity</li> <li>❖ Gain an understanding of their reactions to stress or when faced with change</li> <li>❖ Deal more effectively with the stressful reactions of others</li> <li>❖ Understand how to better balance personal and work responsibilities</li> </ul>	
<b>NOMINATIONS:</b>	NAVAIR Team employees should request training via Employee Self Service (ESS) at <a href="https://ess.navair1.navy.mil">https://ess.navair1.navy.mil</a> . <b>NOTE:</b> Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
<b>PREREQUISITE:</b>	None	
<b>LENGTH:</b>	1 Day	
<b>COST:</b>	\$135.00	
<b>METHOD OF PAYMENT:</b>	Vendor accepts GCPC (Government-wide Commercial Purchase Card).	
<b>POC:</b>	(301) 757-4122	

<b>COURSE TITLE:</b>	<b>WRITING FOR BUSINESS PURPOSES</b>	
<b>VENDOR:</b>	Hawkins and Associates, LLC 20296 Poplar Ridge Road Lexington Park, MD 20653	
<b>LOCATION:</b>	Employee Development Center, Building #2189	
	<b>DATE:</b> 5-7 APR 04 19-21 JUL 04	<b>NOMINATION DEADLINE:</b> 5 MAR 04 19 JUN 04
<b>TIME:</b>	0800-1530	
<b>DESCRIPTION:</b>	This course is designed to increase its participants' ability to communicate more effectively and efficiently in writing. Specifically, the participants learn how to identify and generate effective writing samples by focusing on the three components of writing; content, structure and style. The process for generating writing samples in a timely manner to meet the pressures of deadlines at work is also taught.	
<b>OBJECTIVE:</b>	<p>At the end of the course, participants should be able to:</p> <ul style="list-style-type: none"> <li>❖ List and define the three components of writing.</li> <li>❖ List the attributes of "good" writing.</li> <li>❖ Generate content topic, central theme, main points and objectives when given a title.</li> <li>❖ List and define the parts of a message.</li> <li>❖ Revise words and structure of writing samples according to stylistic preferences.</li> </ul>	
<b>AUDIENCE:</b>	Employees who need to improve their writing skills.	
<b>NOMINATIONS:</b>	NAVAIR Team employees should request training via Employee Self Service (ESS) at <a href="https://ess.navair1.navy.mil">https://ess.navair1.navy.mil</a> . <b>NOTE:</b> Contractor personnel may attend on a space-available basis. Nominations must be made by letter addressed to the Program Coordinator. Once the nominee receives a confirmation of acceptance, a check made payable to the vendor must be sent directly to the Program Coordinator at the Employee Development Center prior to the first day of class.	
<b>PREREQUISITE:</b>	Participants should know basic English grammar	
<b>LENGTH:</b>	3 Days	
<b>COST:</b>	\$200.00	
<b>METHOD OF PAYMENT:</b>	Vendor DOES NOT accept the GCPC (Government-wide Commercial Purchase Card).	
<b>POC:</b>	(301) 757-4122	